

January 5, 2004

**TO: ALL WATER UTILITIES THAT ARE REQUIRED TO FILE ANNUAL REPORTS  
WITH THE PUBLIC UTILITIES COMMISSION**

Enclosed is the Annual Report for water utilities. An electronic version of the report is available from the Commission at your request.<sup>1</sup> This report must be completed and returned to the Commission by April 1, 2004. Any requests for an extension of this date must be filed by March 26, 2004. We can only extend the filing date to April 30, 2004 and cannot extend the filing date for the revenue information included on page F-4

The smaller systems (\$50,000 and less annual revenues) are only required to file the information that is not shaded. Larger systems (over \$50,000 annual revenues) are required to file the complete report.

Chapter 710 of our rules and regulations requires each public utility have an annual audit of its accounts done by a qualified independent public accountant in accordance with generally accepted auditing standards. In addition, a copy of the auditors report and the audited financial statements are due by July 1, 2004 if your year ends December 31. If your year ends June 30, the reports are due October 1, 2004. It is important that filings are made to meet the statutory deadlines.

Also enclosed are the Contact Protocol required under Chapter 130 of our rules and regulations and a Utility Contact Information Sheet. Please complete this Information Sheet and return it to the Commission by **January 31, 2004**. If you have further questions or need clarification on the Information Sheet, please contact Joe Sukaskas at (207) 287-1375 or by e-mail at [Joe.Sukaskas@maine.gov](mailto:Joe.Sukaskas@maine.gov).

Any questions or comments regarding the annual report should be directed to the undersigned at (207) 287-1383 or e-mail at [Lucretia.Smith@maine.gov](mailto:Lucretia.Smith@maine.gov). Requests for the electronic version should be directed to Laurel Peaslee at (207) 287-1386 or e-mail at [Laurel.Peaslee@maine.gov](mailto:Laurel.Peaslee@maine.gov). Thank you for your cooperation in this matter.

Sincerely,

Lucretia A. Smith  
Utility Analyst

---

<sup>1</sup> The report is unchanged from last year so if you already have an electronic version feel free to use that as long as the dates are reported correctly.